

7

1915

THE COMMITTEE ON CONSTITUTION SUGGESTS THE FOLLOWING PLAN OF ORGANIZATION FOR

THE WOMAN'S GUILD
of
WESTMINSTER PRESBYTERIAN CHURCH

Article 2 of the suggested Constitution - object;

The object shall be to stimulate interest in the work of missions, both at home and abroad to further the interest of benevolent and philanthropic work in our community, and to promote the religious and social life of our own church, uniting all branches of woman's work in one organization.

PRESIDENT

<u>1st V.Pres.</u>	<u>2d. V. Pres.</u>	<u>3rd.V.Pres.</u>	<u>Gen'l Sec'y.</u>	<u>Sec'y of Lit.</u>	<u>Treasurer.</u>
Dept.of Home Mission	Dept. of Foreign Mission	Dept. of Local Work.			Finance Committee

The above Officers, together with four members whom they shall appoint from the Association, will constitute the EXECUTIVE BOARD.

DEPARTMENT OF HOME MISSION WORK.

First Vice-President	)	With Chairmen of Committees	(Program Committee
Secretary of Dept.	)	constitute Managing Board	(Bloomfield Seminary Com.
Financial Secretary	)	of Department.	(Deaconess' Guild Com.
			(Sewing Committee

DEPARTMENT OF FOREIGN MISSION WORK

Second Vice-President	+		(
Secretary of Dept.	)	With Chairman of Committee	(Program Committee
Financial Secretary	)	constitute Managing Board	(
		of Department.	

DEPARTMENT OF LOCAL WORK

Third Vice-President	)	With Chairmen of Committees	(House Committee
Secretary of Dept.	)	constitute Managing Board	(Hospitality Committee
Financial Secretary	)	of Department.	(Entertainment Committee
			(Refreshment Committee

FINANCE COMMITTEE

Chairman, the Treasurer.

The three financial secretaries.

GENERAL ASSOCIATION OF WOMEN'S SOCIETIES

Dear Friend:--

At an Executive Committee Meeting, held on January 13, it was felt that each woman of our congregation should be invited and urged to associate herself with the various societies in the church and take a definite part in whatever work would be helpful and interesting to her. The great leaders of the Presbyterian Church feel that the next five years will be a critical time for Christianity if people fail to catch the vision of greater zeal and consecration; that the regeneration and revitalization of the church can only come thru the redoubled efforts of Christians in spiritual living and service in their organizations.

The Woman's Benevolent Society, Mrs. E. P. Lawton, President, will have charge of the church suppers and Miss Boyd's work.

The Young Women's Aid Society, Miss Cowee, President, meets weekly. The Young Women's Aid Auxiliary, Miss Cowee, President, meets weekly.

War Relief Committee, Mrs. Henry J. Eckert, Chairman, meets Tuesday to sew on refugee garments.

The meeting of the Women's Home and Foreign Missionary Society is held under the auspices of the G. A. W. S. on the second Monday of each month.

The Women's Home Missionary Society, Mrs. Robert F. Rainey, President, is planning a reading circle on the text-book "The Path of Labor" during February. You are invited to confer with Mrs. Rainey before Feb. 1st.

The Women's Foreign Missionary Society will read "Women Workers of the Orient" during Lent. You are asked to give your name to Miss Sarah Freeman, Secretary, before that time.

The subscriptions for magazines are due this month. "Woman's Work" (.50), can be renewed thru Miss Sarah Freeman. "The Home Missionary Monthly" (.50), can be renewed thru Miss Gladys Alden. "The Assembly Herald" (.35), "Over Sea and Land" (.25), and "Every Land" (1.00), can be renewed thru either Miss Freeman or Miss Alden.

Sincerely yours,
Mrs. George H. Patrick, President.

Miss Stella Stow, Secretary Pro Tem.

CONSTITUTION AND BY-LAWS OF WOMAN'S MISSIONARY SOCIETY OF THE
SECOND PRESBYTERIAN CHURCH OF CHATTANOOGA.

Article I.

(Name)

The name of the organization shall be the Woman's Missionary Society of the Second Presbyterian Church.

Article II.

(Object)

The object of this Society shall be to increase intelligent interest in world-wide missions.

Article III.

The membership of this society shall consist of the Women and girls of the Second Presbyterian Church and Congregation, together with as many of their friends as shall desire to associate with them in the work.

Article IV.

(Organization)

Section 1.- Circles. The total membership of the church, (women and girls) shall be divided into circles.

Section 2.- The Executive Committee. The Officers, the Secretaries of Causes, and the Circles Chairman, shall constitute the Executive Committee.

Section 3.- The Officers. The Officers of the Society shall be President, Vice-President, Secretary and Treasurer.

Section 4.- The Secretaries of Causes.- There shall be Secretaries of the following causes;

Home Missions (Mossop School
(Freedmen
(Hospitals

Foreign Missions.

Young People
Literature.

{ Good-Will Missions.
{ Contingent Fund.

Section 1- Election.

The election of officers shall be held at the business meeting in March of every year. The nominating committee shall consist of the executive officers, President, Vice-President, Secretary and Treasurer. To begin-elect a President and Treasurer for two year, and a Vice-President and Secretary for one year. The following year, elect a Vice-President and Secretary for two years. After the order is established, the elections will be yearly, two officers elected each time for the period of two years. A majority of the votes of the members present for each of the nominees shall constitute and election.

Sent by E. A. Elmore
Mrs. Chattanooga
Tenn. 11/19/25

Section 2 - Secretaries of causes. All Secretaries of causes shall be elected at the April meeting of the society every year, the officers of the Society constituting a nominating committee. A majority of the votes of the members present shall constitute an election.

Section 3- Circle Officers.

Each Circle shall elect a chairman for the coming year at the March meeting. The Secretary-Treasurer shall be elected by newly constituted circle at the April Meeting.

(Article VI.)

(Quorum)

Section 1. One-fourth of the members shall constitute a quorum provided as many as two officers and a representative from a majority of the circles are present.

Section. 2. Two Officers, three of the Secretaries of Causes, and a majority of the circle chairman shall constitute a quorum of the executive committee.

The Circles.

Section 3. The chairman and twelve members shall constitute a quorum of a circle.

Article VII.

This constitution may be changed by two-thirds vote of the members of the society (all the circles) present at any business session, provided a month's notice of the change is duly given.

BY-LAWS.

Duties of Officers as a Body.

Section 1. (a) The Officers elected at the March meeting to serve the coming year shall nominate to the society at the April meeting the Secretaries of Causes to serve for the year.

(b). They shall divide the church membership (female) into circles. The membership of the circles should shift each year. (c). Should a vacancy occur in the executive committee during the year, the officers shall nominate to the society a suitable person to fill such vacancy.

Duties of Circles.

Section 2. Each circle shall undertake a study of missions which will increase their knowledge along missionary lines.

Duties of the Executive Committee/

Section 3. The Executive Committee shall supervise every feature of the work of circles, but shall refer all important proposed

measurers to the society for it's decision, except such matters of minor importance as many require immediate action.

Duties of the President.

Section 4. The President shall preside at the meetings of the society and of the executive committee and perform all duties common to the office.

Duties of the Vice-President.

Section 5. The Vice-President shall in the absence of the President, perform all the duties of the President.

Duties of the Secretary.

Section 6.(a) The Secretary shall keep the minutes of the society and executive committee meetings, and shall conduct all correspondence of both.

(b) She shall give notice of the meetings, and shall serve as press agent of the society.

Duties of the Treasurer.

Section 7. (a) The Treasurer, through the circle chairman, shall collect all pledges, and shall receive all funds of the society.

(b) She shall make quarterly (or monthly) payments to the Presbyterian Treasurer for the causes to which we contribute.

(c) She shall make a report at the close of each quarter to the society and a full report of the years's work for the annual meeting of the church.

Section 8- It shall be duty of the Secretaries of Causes to attend to all correspondence pertaining to their respective fields and to endeavor to distribute Literature, Clippings, programs, magazines and books to stimulate interest in their respective causes among different Circles, to see that an exact record is kept of any Special Work undertaken and carried out and provide a program for one of the Special meetings during the year.

Duties of the Circle Chairmen.

Section 9. (a) The chairman of a circle shall preside at the meetings of their respective circles, shall plan the programs and in every way seek to interest and unify the membership. If unavoidably absent from a meeting, shall provide a substitute.

(b) Each circles shall send a report of not more than five minutes of the circles meetings and of money received to each quarters meeting of the society.

Article 11.

(The Executive Committee,)

Section 1. The Executive Committee shall meet at call of the President when ever there is need.

Section 2. The society shall meet one afternoon each quarter as decided by the members.

Section 3. The order of business for meetings of the Executive Committee of Missionary Society, shall be as follows;

1. Meeting called to order by President.
2. Devotional.
3. Roll call.
4. Reading and approving of minutes.
5. Treasurer's Report.
6. Reports of Chairmen of Circles and standing Committee's
7. Reports of Special Committees.
8. Unfinished business.
9. New business.

Meetings.

Section 4. Two mass meetings of the circles shall be held each year. One in May and the other in November. A Committee of three shall be appointed two month's beforehand by the President to provide a suitable program for each. The meeting in May shall be designated and "Open Meeting with ~~an~~ Free-Will Offering." The one in November, "Annual Thank-Offering and Praise Meeting."

Article III.

Change of By-Laws.

These By-Laws may be changed by a two-thirds vote of the members present at any business meeting, provided a month's notice of proposed change be given.

Article IV.

The constitution and By-Laws shall be read each year at the first meeting of the Executive Committee.

CONSTITUTION FOR CIRCLES

NAME

Shall be Circle _____, auxillary to the Woman's Missionary Society of the Second Presbyterian Church.

OBJECT

Bible study and increase of missionary information of causes in which Presbyterians are interested and to which they contribute.

MEETINGS

Time and place to be decided by each circle.

OFFICERS

Chairman and Secretary-Treasurer.

CONTRIBUTIONS

Shall be voluntary, and be to the following causes to which we have pledged support:

) Mrs. W. F. Hereford's salary
) Miss Sallie Alexander's
General Fund } Japan

Home Missions

) Mossop School for Mountain girls at Harriman
) Tenn.
) Freedmen-Scholarship in School at Rogersville
) Tenn.
) Hospitals *in mountains of South*
) General Fund.

Contingent Fund

) Forty Cents per member to be paid May or June each year.

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PRESIDENT

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Dept. of Home Mission	Dep't of Foreign Mission	Dept. of Local Work.			Finance Committee

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Secretary of Dept.	)	constitute Managing Board	(	Bloomfield Seminary Com.
Financial Secretary	)	of Department.	(	Deaconess' Guild Com.
			(	Sewing Committee

DEPARTMENT OF FOREIGN MISSION WORK

Second Vice-President	)		(	
Secretary of Dept.	)	With Chairman of Committee	(	Program Committee
Financial Secretary	)	constitute Managing Board	(	
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Third Vice-President	)	With Chairman of Committees	(	House Committee
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FINANCE COMMITTEE

Chairman, the Treasurer.

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Per. file *Davis*
Suggested Plan for the Women's Society in a Presbyterian Church which shall combine in its program a missionary department, auxiliary to the Boards of Foreign and National Missions, and also the usual interests of a Ladies' Aid, or Woman's Association.

Organization
Women's Guilds
I

Quest
Some churches are finding it advisable to organize the women into a single organization with the combined functions of a Missionary Society and the organization with more local interests responsibilities.

Suggested Constitution.

ARTICLE I
Name

The name of this society shall be "The Woman's Society (or Association) of ----- Church.

ARTICLE 2
Object

The object of this society shall be the promotion of the Social, Financial, Charitable, Missionary and Spiritual life of the women of the Church.

In its missionary branch it shall be auxiliary to the Boards of Foreign and National Missions of the Presbyterian Church, U.S.A. loyally supporting their programs.

ARTICLE 3
Membership

7
Any woman who is a member of the Church is a member of this Society. Any woman who is an attendant on the church may become a member.

ARTICLE 4
Officers

The officers of this society shall be a President, three or more Vice-Presidents, Recording Secretary, General and a Missionary Corresponding Secretary who shall be also Secretary of Literature, a General Treasurer and a Treasurer of the Missionary fund. These officers shall be elected annually and shall, with the Chairmen of the Standing Committees, constitute an executive committee in which seven shall constitute a quorum.

ARTICLE 5.
Committees

? Should be percentages of ex. com - some secretaries will leave from office
There shall be a Standing Church Work Committee, and a Standing Committee for Missions, of each of which a Vice-president shall be chairman.

There shall be a General Finance Committee, of which the General Treasurer shall be a member and Missionary Finance Committee of which the Treasurer of the Missionary Fund shall be a member.

ARTICLE 6
Meetings

The meetings of this society shall be held on ----- and ----- of each month.

At one of the meetings each month a missionary program shall be presented. The Executive Committee shall hold meetings, at least monthly, at the call of the President.

ARTICLE 7
Finances

The General funds of the society shall be raised by such methods as the church work committee may devise. The missionary funds to meet the apportionment assigned by the Presbyterial Society shall be secured through a pledge system, an Annual Thank Offering, and a percentage from the general earnings of the society. The missionary offerings shall be sent by the missionary treasurer of the Society to the Treasurer of the Presbyterial Society.

ARTICLE 8
Amendments.

This constitution may be amended at any regular meeting, notice of such change having been given at a previous meeting.

By-Laws

- I All meetings of this society shall open with prayer and include a Scripture Reading.
- II One-fourth of the members shall constitute a quorum for the transaction of business which effects the policies of the organization.
- III The society shall send the Corresponding Secretary for Missions *Why not* and one other member as delegates to the Annual Presbyterial *Chairman?* Meeting.

IV Duties of Officers

Section 1 - The President shall perform the duties usually pertaining to that office.

Section 2 - First Vice-president shall be the Chairman of the Standing Committee for Missions. She shall attend the Presbyterial Executive Committee meetings as the societies official representative; be a member ex-officio of the Missionary Finance Committee, and a member of the Missionary Program Committee.

The Second Vice-President shall be the Chairman of the Standing Committee on Church Work.

The other Vice-Presidents shall perform the duties usually pertaining to the office.

Section 3 - The Recording Secretary shall keep the records of the society; have in her custody the Constitution, and keep the roll of the society; and notify officers and committee members of election or appointment.

Section 4 - (a) The General Corresponding Secretary shall carry on the general correspondence of the society; attend to the notices for meetings; and compile the annual reports for the church records, presenting the same at the Annual Meeting.

(b) The Corresponding Secretary for Missions shall carry on the correspondence with the Presbyterial society and the missionaries; be the chairman of the Program Committee for the Missionary meetings, and Secretary for Missionary literature, promoting the subscriptions and use of Women and Missions and the Year Book of Prayer; and prepare all reports requested by the Presbyterial Society.

Section 5 - The Treasurers

(a) The General Treasurer shall care for the general funds of the society and act as a member of the General Finance Committee. She shall pender the annual report to the Church.

Why not monthly? (b) The Treasurer for Missions shall receive the missionary funds disbursing the same on the first of March, June, September and December, to the Presbyterial treasurer. She shall be the

chairman of the Missionary Finance Committee assisting in the preparation of the Missionary Budget for the society. The Missionary Treasurer shall render a report to the General Treasurer for the annual report of the church.

Section 6 - Every elected officer shall keep a careful record of her office in a book provided for the purpose; a file of correspondence; copies of reports, etc., to be handed to her successor.

V Committees

1. The Executive Committee shall meet monthly; devise ways and means for carrying on the local work of the society; have power to fill vacancies and call special meeting; receive the missionary apportionment received from the Presbyterian Society; and bring all business before the society in the form of recommendations.
2. The Church Work Committee shall carry out the plans for the local work of the society.
3. The Committee for Missions shall be responsible for the study and development of the Missionary enterprises of the society.
4. The committees on general and missionary finances shall function each in the department of its work, and meet at least bi-monthly to study the financial conditions and methods of the whole society and co-ordinate their plans.

VI Finances

1. The general income of the society shall be secured by such means as the society approves, and disbursed by the General Treasurer according to the vote of the society. Of this general income in the earning of which all participate at least a fifth shall be contributed to missions.
2. The Missionary income shall be secured from the above portion of the general treasury, by an individual pledge system and by an Annual Thank offering. The society shall receive an apportionment from the Presbyterian society which the Missionary treasurer shall disburse to the Presbyterian Treasurer according to this budget.
3. An Annual Budget shall be adopted including items for the church work department, the Missionary apportionment, and the local Administrative fund.

VII The society shall be represented at the Presbyterian Executive Committee by its missionary Vice-President, and at the Annual Presbyterian meeting by at least two delegates one of whom shall be the Missionary Treasurer.

VIII These By-Laws may be amended by a two-thirds vote of the members present at any regular meeting of the society, notice of the proposed change having been given in writing, one month in advance.

Suggested Constitution for Woman's Auxiliary Societies

per full

Article I.

This Society shall be called the woman's Missionary Society of the Presbyterian Church in

Article II.

Its object shall be to unite the women of the church in prayer for the evangelization of the world, and, by diffusing information, secure systematic contributions for the support of such work as is carried on by the Woman's Boards.

Article III.

Any woman may become a member of this Society by assenting to the Constitution and contributing systematically for the support of the work assumed by the Society.

Article IV.

The officers shall be: President, one or more Vice-presidents, Secretary, Secretary for Literature, and such others as the work may require, who together shall constitute an Executive Committee.

Section 1. The President shall have general oversight of the work. She shall preside at the meetings, call extra meetings when deemed necessary, and appoint committees when not otherwise provided for.

Section 2. The Vice-presidents shall preside in turn in the absence of the President. One Vice-presidents shall be assigned the duty of promoting stewardship.

Section 3. The Secretary shall send out notices of all meetings; shall keep an accurate record of all proceedings by taking careful notes during the meeting. She must also prepare the annual report, which should be sent to the Presbyterian Secretary before March 1st.

Section 4. The Secretary for Literature shall secure renewals and subscriptions to "The Home Mission Monthly" "Woman's Work" and to "Missionary Mail", and forward the list, with money, to the respective offices. She shall also bring to the attention of the members and promote the sale of the year Book of Prayer for Missions, the study books, and other publications of the Woman's Boards.

Section 5. The Treasurer shall keep careful account in a book of all money received, report same at every monthly meeting, and shall send funds quarterly with each and every remittance the special objects for which the money is to be applied. Accounts shall be audited annually by a competent person.

Article V.

The annual meeting shall be held in....., at which time the election of officers for the year shall take place; the Nominating Committee should be appointed one month previous to the election.

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This Constitution may be amended by a two-thirds vote of the members present. Notice of the proposed change must be given at the previous meeting.

By-Laws

1. The meetings of this Society shall be opened with a devotional service.

2: A regular meeting shall be held once a month. Five members shall constitute a quorum for transaction of business.

3. Systematic contributions shall be secured, if possible, by distribution of envelopes for monthly collections, by pledges, or by annual dues. (Appoint a committee, which, with the officers, shall recommend which of these methods is best adapted to the purpose of the Society.)

4. These By-Laws may be amended at any regular meeting of this Society, one months' notice being given in advance.

Note.— The above Constitution, with By-Laws, recommended by the Woman's Boards of Home and Foreign Missions, is intended as a guide only, subject to changes desirable for local conditions.

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Pa. file

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Rev. J. E.

Outline of the group plan of organization for a Woman's Society.

Purpose:

1. To enlist 100% of the women of the church in the Missionary activities.
2. To develop leaders through training in the small group.
3. To develop the activity of each individual.
4. To promote a democratic spirit.
5. To make more effective the educational program of the society.
6. To increase interest and gifts.

Plan:

- I. Election of officers - President, Secretary, Treasurer and any other officers desired.
- II. Selection and division of all the women of the church into groups.
 - A. Special groups -
 - Business women, or Evening
 - W.G. Chapters
 - W.G. Circles
 - Associate Member's Group
 - B. Divide remaining women into groups of twelve or fifteen.
 - (1) Select chairman for each group. She shall be a member of the executive Board of the Society.
 - (2) Division made with reference to personnel and not geographically (note: include some active, some inactive members in each group.
 - (3) Activities of each group.
 - A. Mission Study and programs
 - B. Bible Study and Prayer
 - C. Share in whole budget.
 - D. Social
 - E. Service and sewing.(Note: Groups responsible in turns for programs in monthly meetings of the whole society.
 - (4) Rotations of membership of groups.
Personnel should change every year.
- III. Meetings.
 - 1 Executive Board Meeting monthly.
 - 1 Group Meeting monthly.
 - 1 General Society Meeting monthly.
 - Other meetings at call.

IV. Budget.

A. Carefully planned budget for all expenses of entire society.

- 1. Local expenses.**
Literature, socials, service,
Over Seas Hospital Sewing, etc.
- 2. Contingent for Presbyterial and Synodical.**
- 3. Benevolences to Mission Boards.**

per file

OUTLINE OF WOMAN'S ASSOCIATION IN A LOCAL CHURCH.

PURPOSE

An organization to increase and carry on with efficiency the distinctive work of the women of the church.

PLAN

I. Auxiliary to the Presbyterian Society.

II. Officers - President, First Vice-President, Second Vice-President, Third Vice-President, Secretary, Treasurer and any others who may be necessary.

A. These officers with Chairmen of standing committees compose the executive board.

III. Activities.

A. The First Vice-President shall have charge of all the missionary activities of the association.

1. There shall be associated with her such committees as are needed to carry on the work.

2. These committees shall be appointed by the executive board subject to the approval of the association at any general meeting.

3. The missionary activities shall comprise all educational work, such as mission programs, mission study, Bible study, stewardship and the providing of speakers and literature for the information and inspiration of the members of the association.

B. The Second Vice-President shall have charge of all service activities of the organization.

1. There shall be associated with her the following committees, and such other committees as are needed.

(a) Sewing Committee.

(b) Social Service Committee.

(c) Housekeeping Committee.

2. These Committees shall be appointed by the executive board subject to the approval of the association at any general meeting.

3. The service activities shall include all sewing, Over Seas hospital, and local social service work, and all social and housekeeping activities.

C. The Third Vice-President shall sponsor all young people's activities.

1. All patronesses of guilds and young people's organizations shall be associated with her.

2. She shall cooperate with the officers of the various young people's organizations, shall assist in the organization of new groups where necessary and shall be a willing advisor in all the activities of the young people of the Church.

IV. Standing Committees.

A. Finance Committees.

1. Composed of a chairman, the three Vice-Presidents, the Treasurer and President ex-officio.

2. This committee shall prepare a budget which shall include all the expenses of the association, and shall have oversight of the raising of this budget.

3. The budget shall be approved by the executive board and presented to the society at the February meeting.

B. Membership Committee.

1. Composed of chairman and two members.

C. Such other Committees as may be desired.

V. Meetings.

A. One executive board meeting each month.

B. One general meeting each month at which an inspirational program shall be presented.

C. Any other meetings necessary to carry on the work.

Chicago Conference of 1922